

STATE OF DELAWARE  
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL

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ON-SITE SYSTEMS ADVISORY BOARD  
89 Kings Highway, Dover, DE 19901  
(302) 739-9948

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**Monthly Meeting Minutes**  
*For June 1, 2011*

**Members Present:** Matt Brill, Lāf Erickson, Paul Hufschmidt, Byron Jefferson, Phil King, Sue Marsett (for Dave Schepens), Ken Walsh

**Also Present:** DNREC staff: Dawn Baker, Jason Baumgartner, Scott Eichholz, Kathy Wright  
DAPE member: Zack Crouch

❖ Meeting began at 9:15 a.m.

❖ May 2011 Meeting Minutes reviewed; Paul made a motion to approve, Matt seconded, all approved.

❖ License Applications:

<i><b>Applicant Name</b></i>	<i><b>License Type</b></i>	<i><b>Approved</b></i>	<i><b>Denied</b></i>	<i><b>Motion By</b></i>	<i><b>2<sup>nd</sup> By</b></i>	<i><b>All In Agreement</b></i>
Thomas McClure	F	X		Paul	Ken	X

❖ Field Practicum for Karl Kunkle – Lāf presented results of field practicum with passing score of 70%; Due to deficiencies, Lāf would like Mr. Kunkle to make changes/corrections and submit an addendum to the field practicum. Lāf suggests that DNREC not issue Class D license until addendum received and reviewed by himself and Phil.

❖ James White, Jr. (Class F, H #5322) – Entered meeting at 9:53 A.M. Byron gave introduction of OSSAB members; Scott gave overview of reasoning for requested appearance and discussed multiple Manager's Warnings. When discussing tank pump-outs, Mr. White explained that he cannot force the property owners to pump out septic tanks. Paul explained that the tanks are required to be pumped out before or during inspection; Mr. White indicated that he did not see the inspection reports that are submitted to DNREC since Mr. White's office generates the reports; Ken explained to Mr. White that it is *his* Class H license in jeopardy and these issues require serious attention; Matt questioned discrepancies with the inspection reports and reminded Mr. White that he is responsible for his work as Mr. White is the license holder; Mr. White explained that the drawings being submitted for inspection reports are his field drawings; Ken suggested that DNREC contact and/or meet with his company and supervisor to review the required procedure; Ken reminded Mr. White that his 72-hour window (for submitting inspection report to DNREC) starts when tank is pumped and not at time of inspection and until tank is pumped, inspection is considered incomplete; Ken indicated that he would like to see Mr. White's reports for next few months; Paul suggested that Mr. White create a checklist sheet with his company prior to his scheduled inspections; Paul suggested to Mr. White that he contact DNREC for any permits on file for inspection sites; Matt suggested that Mr. White not sign any inspection reports until he has reviewed and completed the report; Scott will submit copies of Mr. White's inspection reports for

next few months to OSSAB for review; Mr. White agreed to do a better inspection; Mr. White left meeting at 10:45 A.M.; OSSAB discussion, OSSAB will review Mr. White's submitted inspection reports for the next three months, no action requested at this time; Scott will send letter to Mr. White's supervisor (George Golden) and office employee (Lynne Marino) explaining inspection discrepancies along with a copy of the inspection guidelines and copy the OSSAB on the letter.

- ❖ John O'Connell (Class B, C #4241) – Entered meeting at 10:15 A.M. Byron gave introduction of OSSAB members; Jason gave overview of reasoning for requested appearance and discussed Manager's Warning. Mr. O'Connell explained that a lot of time goes by between alternative designs that he works on; Paul suggested using a checklist prior to submitting design to DNREC and explained numerous issues/discrepancies of concern; Mr. O'Connell accepts responsibility and agreed to develop a checklist prior to submitting designs; Ken explained that he needs to be more thorough and professional and stated that his designs should be complete prior to submittal, not for DNREC staff to review and send back with deficiencies; Mr. Crouch asked what Mr. O'Connell has Engineering degree in and asked what else he works on between on-site septic designs; Mr. Crouch also asked if Mr. O'Connell had previous violations; Mr. O'Connell answered that he is also a structural design engineer; Matt questioned discrepancies listed in Manager's Warning; Mr. O'Connell suggested he be put on probation and not design any alternative designs temporarily; Mr. Crouch explained all concerns on checklist and questioned whether Mr. O'Connell should be practicing on-site designs; Matt explained the respect for Mr. O'Connell's education and concerned with his ability to design; Sue suggested that Mr. O'Connell refrain from designing Innovative/Alternative systems for six (6) months, to ensure he has design applications ready for review and approval at time of submittal; Sue also recommended that Mr. O'Connell only submit gravity and small system designs for the next six (6) months; Byron reminded Mr. O'Connell that he must ensure his applications are complete prior to submittal to DNREC; Mr. Crouch explained that Mr. O'Connell is the licensed Professional Engineer and is responsible for his work and the public health, safety, and welfare of the people of the state; additionally, Mr. Crouch stated that Mr. O'Connell is responsible for his own professional seal; Mr. O'Connell agreed to not design any systems other than gravity and small system designs for the next six (6) months and will submit this in writing to OSSAB; Mr. O'Connell will meet with Jason tomorrow to finish Race design; OSSAB will review in six months. No further action requested at this time.

- ❖ Enforcement / Compliance:

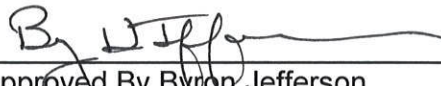
- None to report

- ❖ Next scheduled meeting for July 6, 2011.

- ❖ Meeting adjourned at 11:45 am.



Prepared By Dawn Baker



Approved By Byron Jefferson